



Chandler, Welcome to Our Community!

To assist you in planning festivals and events in our city, Chandler has compiled this helpful handbook for hosting festivals and events. Inside you will find information on Chandler event venues, directions on how to file applications for event permits and licenses, and all of the answers to your questions about security, emergency medical services, clean-up, insurance requirements, and more. Our Chandler departments have worked hard to streamline the event permitting process while continuing to provide vital services that help make your event safe and successful.

This handbook also contains a Special Events Application and everything you need to know and do to host a Special Event in Chandler. You will also find a helpful list of contact names and numbers and a list of city services and resources that can help you plan your event.

The City of Chandler encourages the production of community events and will assist applicants in ensuring that these events are clean, safe and beneficial to our citizens. It is our hope that your event will enhance our city and bring credit to your organizations.

Please feel free to contact me at my office at (480) 782-2665 or via e-mail at Hermelinda.Llamas@chandleraz.gov if you have any questions.

This Handbook will be helpful as you plan the festivals and events that contribute so much to the excitement of Chandler. Thanks for all you are doing to make Chandler the best place to work, live and play!

Sincerely,

Hermelinda Llamas
Special Events Coordinator

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SECTION 1

SPECIAL EVENT PERMIT

DEFINING WHAT IS A SPECIAL EVENT

Any event/activity that will be...

- Held in a public venue/property
- Will affect private and/or public property or right-of-way
- Using outdoor spaces
- Inviting public participation and patronage (with or without charge)

...A Special Event Application must be submitted to the City of Chandler Recreation Division.

Examples of Special Events that must submit a Special Event Application:

- Events/Activities
 - Athletic/Racing Event
 - Run
 - Walk
 - Skate
 - Cycle
 - Combination of Any Kind
 - Parade, March or Procession
 - Static Event
 - Fair or Rodeo
 - Circus or Carnival
 - Street Festival
 - Concert
 - Farmers' Market
 - Rallies
 - Exhibition
 - Pageant
 - Event or Function on Public Park Property
 - Extension of Premises when Additional Area is Public Property

ADDITIONAL SERVICE REQUEST REQUIRING SPECIAL EVENT APPLICATION

City of Chandler services being requested beyond those the city provides its citizens under ordinary, everyday circumstances will require a Special Event Application to be submitted.

- Activities or Services
 - Fireworks
 - Alcoholic Beverage Sales (on public property only)
 - Food Sales
 - Street Closings
 - Equipment – generators, stages, dumpsters, etc.
 - Performances or Sound Systems
 - Tents over 200 square feet with sidewall
 - Tents over 400 square feet
 - Etc.

WHERE CAN A SPECIAL EVENT BE HELD

Events/activities may take place in a number of approved areas within the City of Chandler.

Please Note: Locations not listed are unable to entertain a special event.

- On Public Right-of-Way or Property
 - Streets
 - Canals
 - Sidewalks
 - Alleys
- On City Property
 - Parks
 - Tumbleweed Park
 - Pavilions
 - Capacity – 25 Individuals
 - City Land
 - Critter Land
 - Honey Locust
 - Capacity – 30 Individuals
 - Gila Monster
 - Coyote
 - Roadrunner
 - Capacity – 80 Individuals
 - South Mountain
 - Capacity – 320 Individuals
 - McDowell Mountain
 - Park
 - Multipurpose Fields 1, 2 & 3
 - Festival Area
 - Arrowhead Park
 - Pavilion Capacity – 200 Individuals
 - Lions
 - Pavilion Capacity – 60 Individuals
 - Northwest
 - Southeast
 - Chuparosa Park
 - Pavilion Capacity – 30 Individuals
 - Honeysuckle
 - Nectar
 - Desert Breeze Park
 - Pavilion Capacity – 80 Individuals
 - Acacia
 - Mesquite
 - Palo Verde
 - Espee Park
 - Pavilion Capacity – 30 Individuals
 - Imperial
 - Rio Grande
 - Sunset Limited
 - Folley Park
 - Pavilion Capacity – 30 Individuals
 - Poppy
 - Thistle
 - Lupine
 - Chia
 - Bahia
 - Mirasol
 - Pavilion Capacity – 150 Individuals
 - Memorial
 - Pima Park
 - Pavilion Capacity – 30 Individuals
 - Agave
 - Aloe Vera
 - Special Use Areas
 - Dr. A.J. Chandler Park – West
 - Dr. A.J. Chandler Park – East
 - Downtown Library Plaza
 - Gazebo/Grass Area Downtown

WHO CAN APPLY FOR A SPECIAL EVENT

Any person or organization that wishes to hold an activity/event (as defined on page 3) for public or private attendance within the City of Chandler will need to apply.

Business/Promoter

Any private or revenue-based organization wanting to hold an event in the City of Chandler and earning any profit from the activity/event must acquire a nonprofit benefactor 501(c)(3) organization. This nonprofit benefactor (501(c)(3)) organization must receive 50% of the gross profit from the activity/event.

The chosen nonprofit organization

- *Is not required to contribute monies or services to the activity/event.*
- *Will need to supply the business/promoter with a letter on the nonprofit organization's letterhead accepting the role as the benefactor for the event and their understanding of their role.*
- *Will need to supply the City of Chandler Special Events Coordinator within 90 days of the conclusion of the event with a letter indicating their involvement and the amount of money received from the business/promoter.*

It is the responsibility of the business/promoter to inform the chosen nonprofit benefactor organization what is needed of them for the event process.

Events with the potential to earn any profit without a nonprofit benefactor (501(c)(3)) organization will not be considered or approved to hold an event in the City of Chandler.

Nonprofit Organizations – 501(c)(3)

Nonprofit organizations are recognized by the City of Chandler as organizations with federal 501(c)(3) filing status. This filing status must be current and in good standing. These organizations may produce an event either individually or with the assistance of other organizations.

Nonprofit organizations with federal 501(c)(3) status, physically based within the city limits of the City of Chandler are eligible for a 50% discount on specified fees.

- In order for the discount to be applied, the nonprofit organization will need to provide proof of residency and must be the primary event producer.

Extension of Premise

Any business wishing to extend their business premise onto public property for any duration of time will need to apply for a Special Event Permit. Business will be subjected to the same application process and fees as any other event.

Please Note:

- Extension of premise event applications are exempted from the benefactor nonprofit 501(c)(3) organization policy.
- Business will retain all profit generated.
- No nonprofit fee discount will be allowed for business acquiring a nonprofit organization for the event.

SECTION 2

APPLICATION PROCESS

Anyone who plans to host a Special Event (*as defined in Section 1*) in the City of Chandler must follow the application procedures outlined below.

No special event may be held and no person, group, sponsor or organization shall hold, promote, sponsor, or stage a special event without first obtaining a special event permit pursuant to this chapter. (Ord. No. 2979, § 3, 8-26-99)

Please Note: Prior to approving the Special Event Application, the first nine (9) steps listed below must be completed and approved in order for the special event permit to be issued.

Beginning the Process

The application process can begin up to twelve (12) months from the event date. The minimum times are listed below:

Re-Occurring Events

Minimum of 3 months in advance

Minimum of 5 months in advance*

First Time Events

Minimum of 4 months in advance

Minimum of 6 months in advance*

*Required for events requesting three (3) or more continuous miles of city right-of-way use (example - 5K, 10K, Marathon, Parade, etc.).

However, special events involving a political march or rally, or other exercise of rights guaranteed by the First Amendment of the United States Constitution or Article II, Section 6, of the Arizona Constitution, shall be filed not less than fourteen (14) calendar days prior to the date of the event. For good cause, the Special Event Committee may waive the filing deadlines.

Application Process

1) Check for facility/location availability by phoning the Special Events Office at 480-782-2665.

Please Note:

- An inquiry of availability does not guarantee that the date is reserved for your group.
- All facility reservations are on a first come-first serve basis.
- Park facilities are available to rent 12 months in advance from the date of event.

2) If a facility/location is available, complete the Special Event Application on pages 39-48.

Please Note:

- All areas are required to be filled in prior to submitting the application.
- Special Event Permit applications must be legible, printed or typed and completed in ink.
- Incomplete applications will not be accepted.

- 3) Submit your Special Event Application and application fee to the City of Chandler Special Events Coordinator.

Application Fees

60 days or more prior to Event Date	\$50.00
59 days or less prior to Event Date	\$100.00

Application Fees must accompany the completed Special Event Application at time of submission. Special Event Applications submitted without the application fee will not be processed.

Applications may be mailed or dropped off at the Community Center office between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding official City of Chandler holidays.

Mailing Address for Special Event Applications and Fees

Special Events Coordinator
City of Chandler Recreation Division
Mail Stop 501
P.O. Box 4008
Chandler, AZ 85244

Drop-Off Location for Special Event Applications and Fees

Special Events Coordinator
Community Center – 1st Floor Reception Desk
125 E. Commonwealth Ave.
Chandler, AZ 85225

Please Note:

- All Special Event Applications must be accompanied with a non-refundable application fee. Cashier check or money order made payable to “City of Chandler”.
- Credit cards are also accepted – MasterCard, Visa or American Express.
- To avoid higher fees, all applications for a Special Event Application must be submitted at least 60 days prior to an event.

- 4) Once the Special Events Coordinator receives the application, the date requested will tentatively be held for your event.
- 5) The applicant will receive either a phone call or email on application status and whether the Special Events Committee will review the submitted application.
- 6) If the Special Events Committee accepts application for review, a meeting review time will be provided to applicant to attend and present event before the Special Events Committee.

Please Note:

- Attendance at the Special Event Committee Review Meeting is MANDATORY.
- Review Meetings only take place once a month.
- Applications will not be considered for approval until presentation is made.

ACCEPTANCE OF YOUR APPLICATION SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST.

- 7) After the Special Events Committee reviews the proposed event, it has 15 business days to approve or deny the application. Applicant will receive application status by email from the Special Events Coordinator.

- 8) If application is approved, the applicant may move forward on producing the event:
- Payment for location must be paid for within 72 hours of approval notification.
 - The following forms must be submitted by their deadlines:
 - Road Restrictions and Closure Permit – 60 days prior to event
 - Traffic Control Plan – 60 days prior to event
 - Neighborhood Notification – 21 days prior to event
 - Vendor List – 14 days prior to event
 - Certificate of Insurance – 14 days prior to event
 - Canopy/Tent Permit – 10 days prior to event

Please Note:

- If any forms or information are not provided by the deadline(s), the Special Event Committee can revoke the application approval for the event.
- 9) Once all the required forms and payments have been received and approved, the applicant will receive the Permit to conduct the approved event.
- 10) Permit must be at the event site and readily accessible for review if asked to be seen by a City of Chandler official.
- 11) Final invoice for outstanding costs will be sent to the Event Chairperson no later than 60 days from the completion of the event for expenses of City Services.
- 12) Permit Holder must submit a financial report of expenses and revenues from the event to the City of Chandler Special Events Coordinator within 90 days of the event. **(Only applies to business/promoter events with a nonprofit benefactor.)**
- 13) The Event Chairperson may receive event notes from the Special Events Committee within 60 days from the completion of the event.

SECTION 3

SPECIAL EVENT FEES

Special Event Application Fees

60 days or more prior to Event Date	\$50.00
59 days or less prior to Event Date	\$100.00

- Without exception, all events submitting an application are required to pay the fee.
- Payment must be made by money order or cashiers check.
- Application fees are non-refundable.
- All events (regardless of attendance) are charged the same for the special event application.

City Service Fees

Tent/Canopy Permit (400 sq ft & above or 200 sq ft & above with sidewall)	TBA
Fireworks Permit	TBA
Tax & License	See Section 8 in the Special Events Handbook
Police	\$39 per hour (3 hour minimum)
Fire/EMS	TBA
Trash Container	\$5.60 per container
Restroom Staff	\$27 per hour per staff person
Park Maintenance	\$35 per hour per staff person
Special Event Liquor (The state will charge an additional \$25 when paperwork is submitted)	\$25 per day per event
Extension of Premises Liquor License	\$25 per day per event

Special Recreation Site Fees

	<u>Business/Promoter</u>	<u>Nonprofit**</u>
Downtown Gazebo/Grass Area	\$180.00 per hour	\$90.00 per hour
Downtown Library Plaza	\$180.00 per hour	\$90.00 per hour
Dr. A.J. Chandler Park – East	\$180.00 per hour	\$90.00 per hour
Dr. A.J. Chandler Park – West	\$180.00 per hour	\$90.00 per hour
Road Closures	\$180.00 per hour	\$90.00 per hour

Event Equipment Rental Fees

	<u>Business/Promoter</u>	<u>Nonprofit**</u>
Showmobile Stage	\$325.00 per hour	\$192.00 per hour
Portable Stage	\$325.00 per hour	\$192.00 per hour
Portable Bleachers	\$500.00 per hour	\$200.00 per hour
Stage/Bleacher Labor	\$256.00 per pick up/delivery	
Stage Service Call Labor	\$128.00 per staff per call	

***Only City of Chandler based nonprofit organizations are eligible*

Community Park Fees

Arrowhead Park

Pavilions

	<u>Resident</u>	<u>Non-Resident</u>
Northwest	\$3.00 per hour	\$7.00 per hour
Southeast	\$3.00 per hour	\$7.00 per hour
Lions	\$10.00 per hour	\$15.00 per hour

Chuparosa Park

Pavilions

	<u>Resident</u>	<u>Non-Resident</u>
Honeysuckle	\$3.00 per hour	\$7.00 per hour
Nectar	\$3.00 per hour	\$7.00 per hour

Desert Breeze Park

Pavilions

	<u>Resident</u>	<u>Non-Resident</u>
Acacia	\$10.00 per hour	\$15.00 per hour
Mesquite	\$10.00 per hour	\$15.00 per hour
Palo Verde	\$10.00 per hour	\$15.00 per hour

Espee Park

Pavilions

	<u>Resident</u>	<u>Non-Resident</u>
Imperial	\$3.00 per hour	\$7.00 per hour
Rio Grande	\$3.00 per hour	\$7.00 per hour
Sunset Limited	\$3.00 per hour	\$7.00 per hour

Folley Park

Pavilions

	<u>Resident</u>	<u>Non-Resident</u>
Poppy	\$3.00 per hour	\$7.00 per hour
Lupine	\$3.00 per hour	\$7.00 per hour
Thistle	\$3.00 per hour	\$7.00 per hour
Chia	\$3.00 per hour	\$7.00 per hour
Bahia	\$3.00 per hour	\$7.00 per hour
Mirasol	\$3.00 per hour	\$7.00 per hour
Memorial	\$10.00 per hour	\$15.00 per hour

Pima Park

Pavilions

	<u>Resident</u>	<u>Non-Resident</u>
Agave	\$3.00 per hour	\$7.00 per hour
Aloe Vera	\$3.00 per hour	\$7.00 per hour

Tumbleweed Park Fees

	<u>Business/Promoter</u>	<u>Nonprofit**</u>
Main Park	\$1,500.00 per day	\$750.00 per day
Festival Area	\$700.00 per day	\$350.00 per day
Red Shed Theater	\$300.00 per day	\$150.00 per day
Road Closure	\$500.00 per day	\$250.00 per day
Parking Field A, B, or C	\$2,500.00 per event	\$1,250.00 per event
Restroom Staff	\$27.00 per hour	\$27.00 per hour
Park Maintenance Staff	\$35.00 per hour	\$35.00 per hour
Loss of Public Use Fee	\$1.00 per item	\$0.50 per item
Pavilions		
	<u>Resident</u>	<u>Non-Resident</u>
City Land	\$3.00 per hour	\$7.00 per hour
Critter Land	\$3.00 per hour	\$7.00 per hour
Honey Locust	\$3.00 per hour	\$7.00 per hour
Cork Oak	\$3.00 per hour	\$7.00 per hour
Sugar Beet	\$3.00 per hour	\$7.00 per hour
Gila Monster	\$3.00 per hour	\$7.00 per hour
Coyote Roadrunner	\$3.00 per hour	\$7.00 per hour
Blue Barn	\$3.00 per hour	\$7.00 per hour
Red Barn	\$3.00 per hour	\$7.00 per hour
Green Barn	\$3.00 per hour	\$7.00 per hour
Pecan	\$3.00 per hour	\$7.00 per hour
Sunflower	\$3.00 per hour	\$7.00 per hour
Alfalfa	\$3.00 per hour	\$7.00 per hour
Cottonwood	\$3.00 per hour	\$7.00 per hour
San Tan	\$10.00 per hour	\$15.00 per hour
South Mountain	\$10.00 per hour	\$15.00 per hour
McDowell Mountain*	\$30.00 per hour	\$45.00 per hour
Multipurpose Fields 1, 2 & 3	\$7.00 per hour	\$7.00 per hour

*4-hour minimum required for use of area

***Only City of Chandler based nonprofit organizations are eligible*

SECTION 4

SPECIAL EVENTS COMMITTEE

The Special Event Committee meets the first Thursday of every month. This committee will review and determine if an event will take place in the City of Chandler.

Attendance by the Event Chairperson at the Special Event Committee Meeting is MANDATORY for all applications submitted.

Helpful tips to prepare for the Special Event Committee Meeting:

- Each event chairperson is expected to be prepared to present their event by giving a brief description of event details.
- The Event Chairperson needs to bring sixteen (16) copies of any additional materials not submitted with application to pass out to the members of the committee.
- During and/or after your presentation, members of the Special Event Committee may have questions regarding event details. If more information is needed regarding your event, the Event Chairperson will be re-scheduled to come back for another Special Event Committee meeting prior to approval.
- If any portion of your event will be held in or on private property, a copy of your event's lease or written permission of the private property owner(s) must be submitted with the application.
- It is in the best interest of the event to have a representative from each organization co-producing the event present at the meeting.
- Have any questions for the committee readily available.

Please Note: Staple all items together for easy distribution.

Once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from the Event Chairperson, the Special Event Committee will issue a permit for your event.

Committee Members

Communications & Public Affairs

Craig Younger, Public Information Officer
480-782-2701 Office

480-782-2713 Fax Craig.Younger@chandleraz.gov

Downtown Chandler Community Partnership

Eileen Brill-Wagner, Executive Director
480-855-3539 Office

480-855-3378 Fax ebrillwagner@downtownchandler.org

Downtown Redevelopment

Jeanne Bosarge, Downtown Assistant
480-782-3047 Office

480-782-3048 Fax Jeanne.Bosarge@chandleraz.gov

Fire Department

Dave Petrushka, Fire Prevention Specialist
480-782-2157 Office

480-782-2125 Fax David.Petrushka@chandleraz.gov

Paul Nies, Public Affairs & Community Education
480-782-2136 Office

480-782-2125 Fax Paul.Nies@chandleraz.gov

Mayor's Committee for People with Disabilities

Joan Barron

480-963-7182

jhbarron@cox.net

Neighborhood Resources

Daniel Anderson, Neighborhood Services Specialist

480-782-4328 Office

480-782-4350 Fax

Daniel.Anderson@chandleraz.gov

Park Maintenance

Benn Hernandez, Maintenance

480-782-2752 Office

480-782-2560 Fax

Benn.Hernandez@chandleraz.gov

Police Department

Sergeant James Bruggeman, Park Rangers

480-782-4922 Office

480-782-4930 Fax

James.Bruggeman@chandleraz.gov

Sergeant Scott Picquet, Bike Team

480-782-4234 Office

480-782-4222 Fax

Scott.Picquet@chandleraz.gov

Recreation Division

Hermelinda Llamas, Special Events Coordinator

480-782-2665 Office

480-782-2713 Fax

Hermelinda.Llamas@chandleraz.gov

Liam O'Mahony, Information Specialist

480-782-2910 Office

480-782-2929 Fax

Liam.O'Mahony@chandleraz.gov

Risk Management

Ladd Leder, Risk Manager

480-782-2376 Office

480-782-2379 Fax

Ladd.Leder@chandleraz.gov

Tax & Licensing

Denise Howden, Tax & Licensing Specialist

480-782-2306 Office

480-782-2343 Fax

taxspecialevent@chandleraz.gov

Tax & License Representative

480-782-2280 Office

Traffic

Abe Murua, Traffic Engineering Inspector

480-782-3477 Office

480-782-3444 Fax

Abraham.Murua@chandleraz.gov

SECTION 5

EVENT GUIDELINES

Event guidelines are provided to make your event planning easier by knowing what is expected of the Event Chairperson/producing organization and what policies will be enforced. Please review and use them to assist you in the event planning.

Guidelines

- Events held at Community Parks need to be concluded by 9pm.
 - This will allow enough time to clean up prior to the parks' closing time of 10:30pm.
- Event Parking
 - Neighborhood streets are prohibited from being used for event parking.
- Amplified Sound Levels
 - Monitor sound levels so as it does not disturb other park users or the community.
 - Amplified sound levels are not to exceed 85 decibels at anytime during the event at Community Parks.
- Loading and Unloading
 - There is **NO DRIVING ON or WITHIN THE PARK/EVENT AREA** without city staff supervision.
 - Loading and unloading needs to be done from parking lot and/or streets when possible.
 - Minimal driving within specific areas of the park/event area is permitted and must be supervised and pre-approved by City of Chandler staff.
 - Please do not set up your booth/area while unloading your vehicle.
 - If pre-approved by City of Chandler staff to drive onto the park, please unload your vehicle first, then return to designated area to set-up your booth/area or designated spot.
 - Quickly unload your vehicle and proceed to park in the assigned area given to you by event producers.
 - If no area has been assigned, only park in legal parking areas.
 - Please do not park in areas designated NO PARKING - your vehicle will be ticketed and/or towed.
 - Vehicles approved to re-enter the park/event area will not be allowed to load supplies within the park until at least ½ hour after event closing time or until City of Chandler staff determines it is safe to do so.
 - Only City of Chandler authorized vehicles are permitted on park property.
 - If vehicles are approved to be driven onto the park/event grounds, **there is a 10-ton/20,000 pound weight limit per vehicle. NO EXCEPTIONS!!**
- Canopies/Structures
 - **NO STAKING** of any kind in the ground is permitted.
 - All tents, staging, balloons, signs, etc. **MUST** be weighted down using sandbags, water or some other form of weight.
- Event Chairperson must be on site for deliveries, set up and complete tear down.
 - Failure to abide will result in full or partial future events being denied use of city property in the future.
- Emergency Access
 - A 16' fire lane must be accessible at all times across the park.

SECTION 6

FIRE SERVICES

Emergency Medical Services

EMS coverage may be required for special events with the following guidelines:

- To ensure that patrons attending a particular festival or special event are provided sufficient emergency medical coverage;
- City of Chandler EMS will assist event producers to determine staffing required, based on the expected number of patrons, special need concerns, risk factors and the nature of the event;
- City of Chandler EMS reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs.

Anyone requesting/required to have the City of Chandler EMS will be asked to enter into a contract with the City of Chandler that defines the dates, times and number of units that will be needed. It should also set forth the costs for those services. Stand-by service will not be offered. You will be billed for EMS.

Fees

Emergency medical services:

- \$TBD per hour, per staff person as determined. TBD hour minimum.

Requirements

For larger events with an attendance over 10,000, an event producer is responsible for providing the following equipment:

- 20 x 20 Tent
- 3 Sidewalls for Tent
- Large first aid sign on tent exterior
- EVAP cooler or AC (Months from April to October)
- One port-a-john adjacent to the tent, partitioned off
- Six chairs & two tables
- Three beds with linens
- Ice chest, ice and water (amount of ice and water will vary depending upon weather)
- Interior lighting
- Heaters (may be required in winter season)

City of Chandler EMS officials reserve the right to require the producer of a festival or event to provide hydration stations (non-alcoholic beverages) at an outdoor event. The number of hydration stations required will be based on the anticipated size of the event and expected attendance.

If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of the festival or event shall bear the costs of additional personnel and equipment required at the rates listed above.

To schedule EMS staff and further information, contact:

City of Chandler Fire Department
221 E. Boston St.
Chandler, AZ 85225
Phone: 480-782-2121
Email: Dan.Couch@chandleraz.gov

Structural Buildings/Canopies

A Tent/Canopy Permit is needed if the tent/canopy/structure is:

- 400 square feet or greater
- 200 square feet or greater with sidewall

All permitted tents and canopies must meet the requirements of Chapter 24 of the International Fire Code and require approval from the Chandler Fire Department.

If you wish to erect a tent or canopy, complete the [Tent/Canopy Permit pdf form](#) and submit it along with a clean, accurate, detailed site plan (plans which are not legible will be rejected) along with other required information to the Fire Prevention Office at least 10 working days before the tent/canopy is to be erected.

Fire lanes must be a minimum of 16 feet wide and kept open at all times to allow fire trucks to respond to an emergency.

Fees:

\$40-60.00 per hour (2 hour minimum) – Only when inspections are required after 5pm M-F or on weekends. Must be payable to the “City of Chandler Fire Department”.

Listed below are minimum requirements for food vendors using cooking appliances, fenced areas with beer gardens, and fire lanes.

Food Booth Requirements:

- All tents that will involve cooking are required to have a fire extinguisher with current inspection tags.
- Food booths with deep fryers are required to have Class K fire extinguishers with current inspection tags.

Fenced Areas with Beer Garden Requirements

- Tent/fenced-in area must have emergency exits. Emergency exits are based on the square footage of the fenced-in area, which must meet the requirements of Chapter 10 Table 1019.1 of the International Fire Code.
- Emergency exits must be provided with illuminated exit signs to include the following features:
 - Signs may be internally or externally illuminated
 - Signs must be minimum of 8’ above the ground
 - Signs must be secured to prevent moving or turning
 - Color and design of lettering on the sign needs to be in high contrast with the background
 - Gates, fencing panels or barriers are not permitted at the exits. Caution tape is permitted.
- All permitted tents/canopies must be anchored to the manufactured specifications.

For further information, contact:

City of Chandler Fire Department
221 E. Boston St.
Chandler, AZ 85225
Phone: 480-782-2121
Email: David.Petrushka@chandleraz.gov

Fireworks and Pyrotechnic Displays

If a festival or event is going to include a “Public Display of Fireworks” or the use of Pyrotechnics or Special Effects before a Proximate Audience, an event producer must apply for and obtain a Fireworks/Pyrotechnics Permit from the Chandler Fire Prevention Office. The fee for a Fireworks/Pyrotechnics Permit is TBA.

Fireworks displays and pyrotechnic special effects must be under the direct supervision of a licensed pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company along with a certificate of insurance, which must be approved by the city Risk Manager (see Insurance Requirements, Section 14).

Fireworks and pyrotechnic special effects must comply with Chapter 33 of the International Fire Code and NFPA standards. Fireworks used by the general public are illegal in the State of Arizona.

For further information, contact:

City of Chandler Fire Department

221 E. Boston St.

Chandler, AZ 85225

Phone: 480-782-2121

Email: David.Petrushka@chandleraz.gov

SECTION 7

TRAFFIC CLOSURES/RESTRICTIONS

An event chairperson who wants to host an event that will involve closing a public right-of-way or involve a state-maintained right-of-way (street, sidewalk or alley) must request permission from the City of Chandler Traffic Engineering Division at least (60) days before an event. In addition, ADOT will require an application for an encroachment permit if freeway ramps or right-of ways are closed (see below for instructions on how to obtain ADOT permits). Street closings and placement of barricades/signage on City of Chandler streets and rights-of-way must be coordinated with and approved by the Traffic Engineering Division. If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.

All signage and barricades must comply with the Manual of Uniform Traffic Control Devices. To ensure that event producers are in compliance with the City of Chandler, an approved barricade company will be responsible for placement and removal of all barricades and signage before and after an event. Event producers will be responsible for all costs incurred to rent, insure, and transport barricades to and from an event site. The private barricade company must submit a traffic control plan to the Traffic Engineering Division and Tempe Police.

The City of Chandler may request that event chairperson notify affected businesses and/or residents if the upcoming event will require street closing(s) and/or send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event.

Obtain ADOT permits visit: www.azdot.gov or call 602-712-7521.

The forms needed include:

- Instruction sheet and drainage requirements
- Encroachment Permit (The encroachment permit will print out as two sheets, but must be turned in two-sided).

The following must be submitted 6 weeks prior to the event.

- Encroachment Permit (the event chairman is the encroachment owner).
- The drainage requirements need to be turned in, but if it does not apply to your event, place N/A in all needed slots.
- Certificate of insurance (the requirements are on the instruction sheet).
- 2 set of traffic plans (obtain from City of Chandler Traffic, Steve Lindl).

For further information, contact:

Steve Lindl
Traffic Engineer Inspector
215 E. Buffalo St. Suite 203
Chandler, AZ 85225
Phone: 480-782-3453
Fax: 480-782-3444
Email: Steven.Lindl@chandleraz.gov

SECTION 8

TAX AND LICENSING - VENDOR

If public property, including public streets and rights-of-ways, will be used to vend products, food or drinks at an event, a **Privilege Tax License** must be obtained from the City of Chandler Tax and License Division.

For-profit Vendors

- Are required to complete a temporary license application to obtain a tax license for the event.
- The approved license package includes a tax return for the reporting of tax due.
- The tax forms are monitored and vendors who have not remitted taxes from prior events cannot be issued a new license until this responsibility has been met.
- Vendors who have participated in another festival or event may have their license reinstated with fee payment.
- All vendors based in the City of Chandler are required to maintain a Regular Transaction Privilege Tax (TPT) License.

Please Note: A home-based business is required to obtain a home zoning clearance.

Nonprofit Vendors

- Are required to have a Nonprofit Solicitors permit for the event.
- A Nonprofit Solicitors permit application should be completed and submitted to the tax and licensing office along with the organization's most recent exempt letter from the IRS that designates their 501(c) standing.

Should a vendor (for-profit or nonprofit) have a current license or permit with the City of Chandler...

- They will need to provide their license/permit number to the event organizer.
- Maintain a copy of the City license/permit at their booth or sales location at all times.

Displaying Products

- Vendors merely displaying products, services or merchandise where NO sales are made, no orders taken and no obligations incurred are not required to have a license or permit.

Fees

- For-profit Temporary Vendors - \$25.00 per event
- Nonprofit Temporary Vendors – No Charge
- For-profit TPT License – Call for fees

Please Note: All fees are non-refundable.

Event Chairperson's Responsibilities

- Vendor list must include food, merchandise and informational vendors.
- Must provide Sales Tax and Licensing with a list of participating vendors no later than fourteen (14) business days prior to event. Use the attached form on page 48.
- Be aware that any unlicensed retail activity will result in the removal of the violators the day of the event and will be noted for future events proposed by that particular sponsor/promoter.

Per Section 32-4.1(I) of the Chandler City Code vendors not in possession of the appropriate licenses or permits will not be allowed to participate in the special event.

For further information, contact:

Denise Howden, Tax & License Division
55 North Arizona Place, Suite 201
Chandler, AZ 85225
Phone: 480-782-2306 Fax: 480-782-2343
Email: taxspecialevent@chandleraz.gov

SECTION 9

MARICOPA COUNTY HEALTH PERMITS

If food or drink (other than pre-packaged) will be served at a festival or event, event producers and/or vendors must obtain a Health Permit from the Maricopa County Health Department. The Maricopa County Environmental Services Department is the regulatory authority that issues "temporary food service establishment" permits for food and beverage concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk.

Requirements:

In order to sell or give away any food or beverage product at an event, you are required to apply for a "Temporary Food Service Establishment" permit and pay the associated permit fee. The Guide to Temporary Food Service at Special Events and Application for Temporary Food Service Establishment Permit may be filled out on-line, downloaded and printed.

- A completed (pages one and two) application and \$85.00 permit fee per booth must be submitted seven days prior to the start of the event. All payments must be Arizona checks or money orders. Please make checks payable to MCESD.
- The Temporary Food Service permit will be issued at the event after a passing inspection has been completed. Please refer to the Guide to Temporary Food Service At Special Events for the requirements. **Inspectors can no longer accept payments for Temporary Food Service Permits on site, at events. Vendors must pay for all permits in advance.**
- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a Temporary Food Service permit. All other vendors, regardless of product, are required to obtain a permit and pay the required fee per booth.
- Those individuals who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee. However, a copy of the permit is required.

Please Note: It is the event producer's responsibility to read over the guidelines to determine whether or not a health permit is required for any food vendors at their event. If you are not in compliance with Maricopa County Environmental Services Guidelines, it should be noted that a health inspector **could shut down your food operation the day of the event.** If this should occur, the City of Chandler will not be held liable for loss of income.

For questions or requests for additional information, contact:

Jessica Reighard
Program Coordinator
Maricopa County Environmental Health Department
1001 N. Central Avenue, Suite 300
Phoenix, AZ 85004
Phone: 602-506-6978
Fax: 602-506-6862
Email: Jreighard@mail.maricopa.gov

Applications and guidelines can be downloaded at:

<http://www.maricopa.gov/envsvc/ENVHLTH/SpecProg/SpecEvents.asp>

SECTION 10

ALCOHOL BEVERAGE REGULATIONS

If you plan to serve alcohol beverages at your event, a city issued Special Event or Extension of Premise Liquor Permit may be required. If your group is requesting to sell and/or serve alcoholic beverages, you must first get approval from the City of Chandler Special Event Committee.

Anyone selling alcoholic beverages at an event held in or on public property at a Chandler venue must:

- 1) Be eligible to sell alcoholic beverages in the City of Chandler,
- 2) Apply for and be recommended for a Special Event Liquor Permit or Extension of Premise Liquor Permit through the City of Chandler Special Events Committee, City of Chandler City Council and ultimately from the AZ Department of Liquor License and Control.

Eligibility

Eligibility for obtaining a Special Event Liquor Permit is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic and political organizations. A Special Event Liquor Permit allows a charitable, civic, fraternal, political or religious organization to have alcohol donated to sell and serve spirituous liquor for consumption only on the licensed premises and only for the period authorized on the permit. This is a temporary permit. An applicant must be at least 21 years old and a resident of Arizona to obtain an Alcohol Beverage Permit.

Commercial Organization Requirements:

All commercial organizations partnering with a charity or non-profit organization to serve/sell alcoholic beverages must provide a letter from the charity stating the following:

- The eligible organization and the event chairperson agrees to participate as the agent and applicant for the Special Event Liquor Permit and will receive a **minimum 25% of the gross** proceeds from the sale of alcoholic beverages, as evidenced by a written agreement provided with the application,
- Verification that a principal of the charity will be on site during hours when liquor is being served.

Please Note:

- The state requires 25% of gross revenue from alcohol sale is provided to the nonprofit organization. This is in addition to the 50% the City of Chandler regulations require.
- Both areas of revenue transactions should be accounted and reported individually for the event.

Event Policy for Serving Alcohol

The City of Chandler Special Event Committee reserves the right to require that the event chairperson adhere to the following criteria when serving alcohol:

- Beer gardens (with fencing approved by the SEC) may be required for events that are open to all ages. The purpose of a beer garden would be to allow only customers over age 21 to enter the area.
 - Event layout(s) may be modified/alterd by the SEC to prevent potential security issues for new and/or existing events.

If an event would like to deviate from the criteria mentioned above the applicant would be required to submit a written request to the Special Event Committee for consideration. The Special Event Committee will determine all requirements and standards.

Applying For A Liquor License

It is recommended the applicant complete the Arizona Department of Liquor License and Control Application for Special Event License, City of Chandler Liquor License Application, and Special Event Licensed Premises Diagram in the Tax and License office with a staff representative 45 – 60 days prior to the event to ensure smooth processing.

- Complete Application for Special Event License, City of Chandler Liquor License Application, and Special Event Licensed Premises Diagram and remit \$25.00 per day.
- Tax and License office schedules event for hearing at the next available Council Meeting.
- Application processing (Police, Department, Council Approval)
- By noon of the day following the Council Meeting document is prepared for applicant pick up.
- Applicant can hand carry the Application for Special Event License to the Arizona Department of Liquor License and Control for approval or disapproval.

Important Deadlines

- A minimum of 21 days is required for processing by the Tax and License office before the scheduled Council Meeting.
- The state requires 10 business days for processing upon approval at the City of Chandler Council Meeting.

Liquor License Fees

City of Chandler License \$25 per day per event

Extension of Premise Liquor License \$25 per day per event

**Payment may be made by cash or check. Checks must be made payable to “City of Chandler”.

For applications and further information, contact:

City

Tax & Licensing Division

55 N. Arizona Place, Suite 201

Chandler, AZ 85225

Phone: 480-782-2280

Fax: 480-782-2343

Email: taxspecialevent@chandleraz.gov

State

AZ Department of Liquor License & Control

800 W. Washington, 5th Floor

Phoenix, AZ 85007-5141

Phone: 602-542-5141

Fax: 602-542-5705

www.azliquor.gov/forms

SECTION 11

PUBLIC SAFETY

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size and other factors will determine the amount of security needed.

After reviewing the event application, the City of Chandler Special Event Committee may require the Event Chairperson to provide private security, hire off-duty police officers, or reimburse the City of Chandler for expenses it incurs by providing on-duty police officers for security, traffic control and/or crowd control.

Off-Duty Police Officers

May be available for events at the following rates:

- \$39.00 per hour per officer as determined. 3 hour minimum

The City of Chandler will not provide on-duty personnel for the following needs at events:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Security for money handling
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment trailers supplies, etc.

Requirements for private security company

If you will be using a private security company for your event, please keep in mind that the City of Chandler only allows security companies that are licensed and bonded in the State of Arizona. For questions, call the Chandler Police Department.

For further information, contact:

Special Events Police Liaison

Sergeant Scott Picquet

Chandler Police Department

250 Chicago St.

Chandler, AZ 85225

Phone: 480-782-4234

480-782-4222

Email: Scott.Picquet@chandleraz.gov

Request Off-Duty Officer(s)

Pati Ruiz-DeGalvan

Chandler Police Department

250 Chicago St.

Chandler, AZ 85225

Phone: 480-782-4200

Fax: 480-782-4222

Email: Pati.Ruiz-DeGalvan@chandleraz.gov

SECTION 12

AXILLARY EVENT INFORMATION

Restroom Facilities

OSHA and the Health Department require that an event producer provide one chemical-type toilet for every 500 people if permanent restroom facilities are not available at an event venue. The City of Chandler highly recommends that an ADA portable restroom, along with a hand washing station also be present when any portable facility is brought in.

The City of Chandler cannot provide portable restroom facilities for events; therefore, an outside rental company must be contacted to provide these facilities.

Fees

- Restroom Staff - \$27.00 per hour per person
- Plus cost for replacement supplies (based on usage)

Electrical

The City of Chandler Parks Division may be able to provide limited electrical service to special events at specific locations or public venues. Event Chairperson should consult directly with the Special Event Coordinator and Parks Division staff to discuss all electrical needs for their event. *(This includes the number of vendors, amperage needs of each vendor, needs for electrical service for lights, sound systems, etc.)* The event producers should work with these officials to show electrical service information on the Site Map of the event.

- Parks Division cannot provide generators, light towers or extension cords for events.
- Event producers must obtain permission from City of Chandler Parks Maintenance to use any City property power source.
- All cords must be secured throughout the event to avoid a tripping hazard.

Maintenance/Clean Up

You must describe your clean-up plan in the Special Event application. The clean-up plan must include the following information:

- Show the types and locations of dumpsters and individual trash receptacles on your site plan.
- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event.
- The location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

Please Note: Anyone who disposes of cooking oils, waste or gray water into storm drain sewers or sidewalk openings will be subject to fines and punishments pursuant to Chandler City Code Chapter 45. Prohibition of non-storm water discharges to the public storm drain system Chapter 45-8.

If an event producer fails to clean up a venue adequately or causes damage to City of Chandler property or facility, the City of Chandler will bill the event producer for its costs to clean and repair the damaged property. If this occurs, the City of Chandler may also deny an application for a future Special Event Permit.

Event producers are responsible for prompt cleanup and removal of debris from all City of Chandler streets, right of ways, affected property owners' sidewalks, steps and alcoves including the time after event tear down is complete. Event producers are responsible for clean up from when the set up begins until tear down crews have finished and vacated the event site.

Subject to their availability, the City of Chandler may be able to provide the following equipment and services to events for the rates quoted:

90 Gallon Trash Can \$5.60 (includes disposal by the City of Chandler)

For further information, contact:

Hermelinda Llamas
Special Event Coordinator
125 E. Commonwealth Ave
Chandler, AZ 85225
Phone: 480-782-2665
Fax: 480-782-2713
Email: Hermelinda.Llamas@chandleraz.gov

Equipment Rentals

The City of Chandler owns stages that can be rented when it is available.

Showmobile Stage

Dimensions: 28 ft. long x 16.5 ft. wide
Stands 4 ft. tall

Includes a staircase on each side of the stage.

Portable Stage

Dimensions: 24 ft. long x 24 ft. wide
Stands 4 ft. tall

Includes staircase on stage right and 3 side rails.

Fees

Nonprofit**	\$192.00 per event/per day
Business/Promoter	\$325.00 per event/per day
Stage Labor	\$256.00 per each move

Bleachers

Dimensions: 47 ft. long x 18 ft. wide
Stands 12 ft. tall

Seating Capacity: 250

Fees

Nonprofit**	\$200.00 per event/per day
Business/Promoter	\$500.00 per event/per day
Moving Labor	\$256.00 per each move

Guidelines for Equipment

- Stage/bleachers do not leave the boundaries of Chandler.
- Certificate of insurance must be on file with our department prior to event. City of Chandler must be specified as “additionally insured” (see Insurance, Section 14).
- Any damaged or missing equipment repair costs will be invoiced back to the event organizer. Lack of payment can result in future events being denied.

For further information, contact:

Hermelinda Llamas
Special Event Coordinator
125 E. Commonwealth Ave
Chandler, AZ 85225
Phone: 480-782-2665
Fax: 480-782-2713
Email: Hermelinda.Llamas@chandleraz.gov

Signs/Banners

Sign Requirements

Event producers wanting to advertise their event by displaying signage prior and/or during their event must follow the guidelines listed below:

- Signage can only be displayed on-site during a special event.
- Signage must be displayed within the boundaries of the event.
- All signage must be removed from the venue immediately after event is over.

Approved Course Markings

Event producers wanting to mark the sidewalk, asphalt or desert trails for their event must follow the guidelines listed below:

Paint: only white, water-based turf marking paint is permissible.

Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

Banners

Event producers wanting to display banners on park banner holders must contact the Special Event Office to check for availability and to coordinate scheduling. City sponsored events will receive first priority.

The banner program is available to nonprofit groups only. Banners may not emphasize a political or religious theme. In addition, the name, logo, or slogan of commercial sponsors should not be the predominant element of the design (i.e. more than 20% of the area). Banners should directly relate to the activity or program being promoted.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

For further information, contact:

Hermelinda Llamas

Special Event Coordinator

125 E. Commonwealth Ave

Chandler, AZ 85225

Phone: 480-782-2665

Fax: 480-782-2713

Email: Hermelinda.Llamas@chandleraz.gov

Site Maps

Anyone planning to host an event in the City of Chandler must attach a Site Map of the event with the Special Event Application submitted to the Special Events Office.

A Site Map should define the event area and include all of the following features and information, if applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed
- Alternate routes for traffic and buses, if streets are going to be closed
- Location of all barricades and fencing that will be used
- Location of all tents and temporary structures that will be erected
- Location of all vendors – fixed and mobile; informational, merchandise and food
- Sources of electrical supply and service, including permanent electrical power sources and portable generators
- Location of all dumpsters and trash receptacles
- Location and layout of tables, chairs, picnic tables, etc., that will be used
- Location of any stages that will be used or placed
- Entrances and exits
- Designated parking areas, including ADA spaces
- Permanent and portable restroom facilities
- Signage and banners that will be hung or installed
- Location of amplified sound
- Location of amusement and carnival rides/games
- Location of first aid/emergency stations
- Location of liquor distribution and controlled areas
- Location of water services
- Location of open flames and cooking areas
- Location of emergency access routes and exits.

Please Note: Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

SECTION 13

INSURANCE

The City of Chandler has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Chandler, a certificate of insurance that complies with the requirements (see below) must be furnished.

An event producer must comply with the insurance requirements to be able to obtain a Special Event Permit from the Special Events Committee. Event permits will not be issued until all insurance requirements are satisfactorily met. With reasonable notice to event producers, the City of Chandler reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by the City of Chandler does not in any way relieve or decrease the insurance liability of an event producer or vendor. The City of Chandler does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor.

All special event applicants shall name the City of Chandler as an “Additional Insured”.

Certificate of insurance MUST state the following: “The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interest and waiver of subrogation.” The City should also be listed as a Certificate Holder so that we receive notice if a policy is canceled.

Please Note: Application will not be approved if the language above is not on your certificate of insurance.

Guidelines

- The Special Events Coordinator must receive complete and accurate certificates no later than fourteen (14) working days prior to the event.
- Applicant should obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy.
- Vendors must comply with all requirements listed in this section.
- Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the city of Chandler as “Additional Insured” as described above.
- Additional coverage may be required depending upon the nature and scope of the event.
- Specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate.

Please Note: Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

Coverage	Basis	Type A	Type B	Type C
Commercial General Liability (CGL)	Occurrence	\$1,000,000	\$750,000	\$500,000
(Additional Insured)	Aggregate	\$2,000,000	\$1,500,000	\$1,000,000
Automobile Liability (AL)				
(Additional Insured)	Occurrence	\$1,000,000	\$1,000,000	\$500,000

For further information, contact:

Ladd Leder
Risk Management
25 S. Arizona Place, Suite 300
Chandler, AZ 85225
Phone: 480-782-2376 Fax: 480-782-2379
Email: Ladd.Leder@chandleraz.gov

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

Broker/Agent Name

Broker/Agent Address

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY

A

COMPANY

B

COMPANY

C

COMPANY

D

INSURED

Contractor Name

Contractor Address

City/State/Zip code

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENTS WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Co Ltr	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY				GENERAL AGGREGATE	\$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG	\$1,000,000
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> GENERAL AGGREGATE PER PROJECT				FIRE DAMAGE (Any one Fire)	\$ 50,000
					MED EXP (Any one Person)	\$5,000
					COMBINED SINGLE LIMIT	\$1,000,000
A	AUTOMOBILE LIABILITY				BODILY INJURY (Per Person)	
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per Accident)	
	<input checked="" type="checkbox"/> ALL OWNED AUTOS				PROPERTY DAMAGE	
	<input type="checkbox"/> SCHEDULED AUTOS				AUTO ONLY - EA ACCIDENT	
	<input checked="" type="checkbox"/> HIRED AUTOS				OTHER THAN AUTO ONLY:	
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				EACH ACCIDENT	
					AGGREGATE	
	GARAGE LIABILITY				EACH OCCURRENCE	TBD
	<input type="checkbox"/> ANY AUTO				AGGREGATE	TBD
	EXCESS LIABILITY					
	<input checked="" type="checkbox"/> UMBRELLA FORM					
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
B	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> STATUTORY LIMITS	
	THE PROPRIETOR/ PARTNERS/ /EXECUTIVE OFFICERS ARE <input type="checkbox"/>				EACH ACCIDENT	\$ 500,000
	<input type="checkbox"/> Excl.				DISEASE - POLICY LIMIT	\$ 500,000
					DISEASE - EACH EMPLOYEE	\$ 500,000
	OTHER					
	LIQUOR LIABILITY (1 MILLION)					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The City of Chandler, its agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interest and waiver of subrogation.

Incl.

Event name, date & location:

CERTIFICATE HOLDER

The City of Chandler
Parks and Recreation Dept.
125 E. Commonwealth Ave.
Chandler, AZ 85225
Attn: Special Events Coordinator

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF. THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

AUTHORIZED REPRESENTATIVE

209250000

SECTION 14

NEIGHBORHOOD NOTIFICATION

The applicant is **required** to notify **all** residents, businesses, places of worship and schools that are impacted by street closures and/or noise related to your event. City staff will determine notification boundaries.

All residents, businesses, places of worship and schools within that boundary area must receive a notification. An example notification format is below. An example notification must be submitted to the Special Events Coordinator for the City of Chandler for review prior to notification delivery. Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least **two** weeks prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, the assigned Police Sergeants name and phone number (if applicable), type of activity and telephone number of where the public can contact your organization for concerns or issues. Direct phone calls and attendance to neighborhood association meetings may also be required. **Failure to comply with notification requirement may result in the forfeiture of the use of city property for the event. Verification of neighborhood notification will be done by the City of Chandler.**

(Neighborhood Notification must be printed on card stock, color: goldenrod)

NAME OF EVENT

EVENT DAY/DATE

EVENT TIMES

This notice is to INFORM residents, businesses and places of worship that the following street restrictions will be made in order to safely stage the above named event. For concerns about access, please contact (**POLICE LIAISON at XXX-XXX-XXX**). For other concerns or questions please call (**EVENT ORGANIZATION at XXX-XXX-XXX**). Day of the event, call **Non-Emergency Police Line at 480-782-4130**, for any illegal parking complaints or issues with the event.

EVENT DESCRIPTION AND STREET CLOSURE RESTRICTIONS INFORMATION: (Please list all of the street closures associated with your event, dates and times of closures).

SECTION 15

GLOSSARY OF TERMS

ADA & Accessibility

ADA stands for Americans with Disabilities Act. It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to meet any accessibility accommodations.

Applicant/Producer/Sponsor

An entity or organization applying for the event permit and assumes full responsibility for the production of the event including staffing, funding, planning and full liability. The Applicant/Producer/Sponsor is the sole party to communicate with the City of Chandler on all issues related to the event.

Business /Promoter

All entities or organizations without documented non-profit 501(c)(3) status awarded by the federal government (IRS).

Co-Producer

Any entities or organizations that the Applicant/Producer/Sponsor of the event designates as an additional group producing the event. These co-producers must work directly with the Applicant/Producer/Sponsor on all event issues.

Decibel Levels

A decibel is a unit for measuring the relative loudness of sounds. Certain parks and facilities have limitations of sound decibels. Please refer to Section 5.

Event Chairperson

This is the chief officer or a representative of the Applicant/Producer/Sponsor who has been authorized to represent the organization during the special event application process and represent the event through the completion of the all its activities.

This person is the sole contact for the event and its dealings with the City of Chandler.

This person is required to be on site during the duration of the event.

Nonprofit

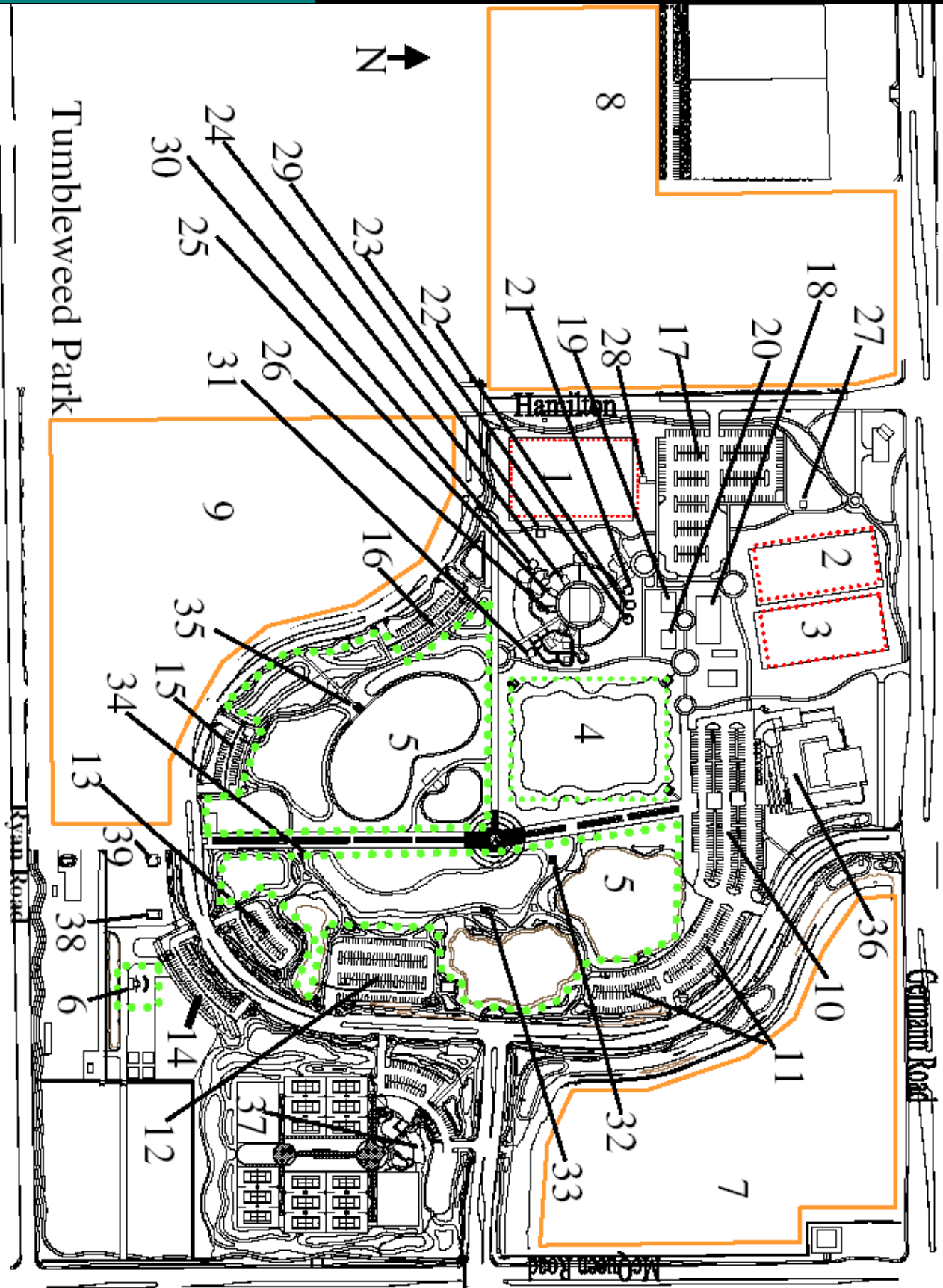
An entity or organization that has been recognized as tax exempt 501(c)(3) by the Internal Revenue Service and is in good standing. A copy of the IRS tax exemption letter will be required and verified.

Nonprofit Benefactor

An entity or organization that has been recognized as tax exempt 501(c)(3) by the Internal Revenue Service and is in good standing. This organization receives 50% of the gross revenue of an event produced by a business/promoter.

Vendor

An individual, organization, or business which the applicant/sponsor approves to participate in the approved special event by displaying or selling products/information; regardless of selling or providing products/information for free.



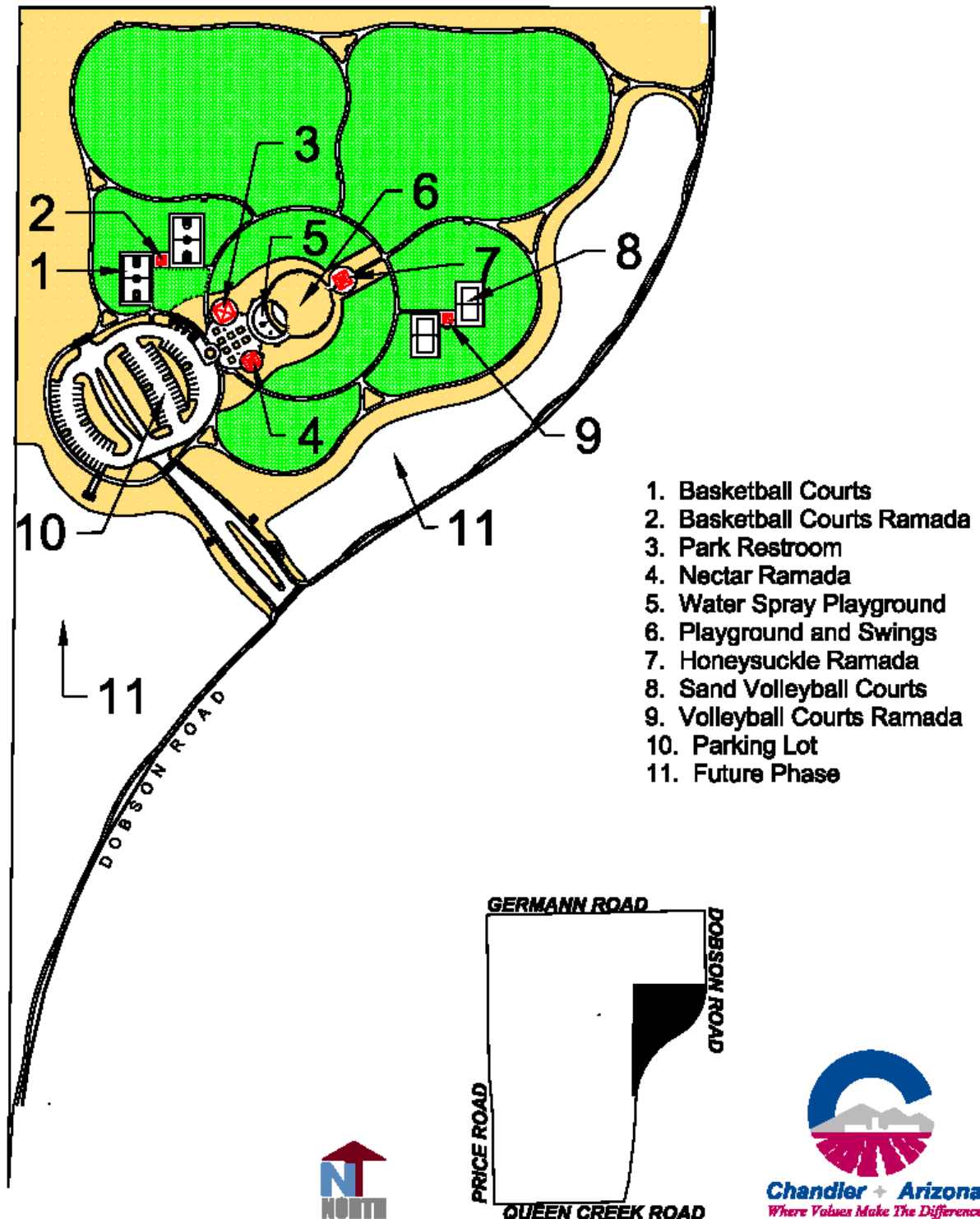
Tumbleweed Park

Identification Sheet

1	Multipurpose Field #1	21	Gila Monster Pavilion
2	Multipurpose Field #2	22	Coyote Pavilion
3	Multipurpose Field #3	23	Roadrunner Pavilion
4	Festival Area	24	Blue Barn Pavilion
5	Main Park	25	Red Barn Pavilion
6	Red Shed Theater	26	Green Barn Pavilion
7	Special Event Parking Lot A	27	Honey Locust Pavilion
8	Special Event Parking Lot B	28	Sugar Beet Pavilion
9	Special Event Parking Lot C	29	Cork Oak Pavilion
10	Parking Lot 1	30	Critter Land Pavilion
11	Parking Lot 2	31	City Land Pavilion
12	Parking Lot 3	32	Alfalfa Pavilion
13	Parking Lot 4	33	Cottonwood Pavilion
14	Parking Lot 5	34	Pecan Pavilion
15	Parking Lot 6	35	Sunflower Pavilion
16	Parking Lot 7	36	Tumbleweed Recreation Center
17	Parking Lot 8	37	Tumbleweed Tennis Center
18	McDowell Pavilion	38	McCroskey House
19	South Mountain Pavilion	39	Edwards House
20	San Tan Pavilion		

CHUPAROSA COMMUNITY PARK

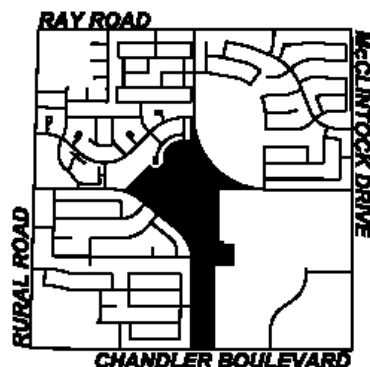
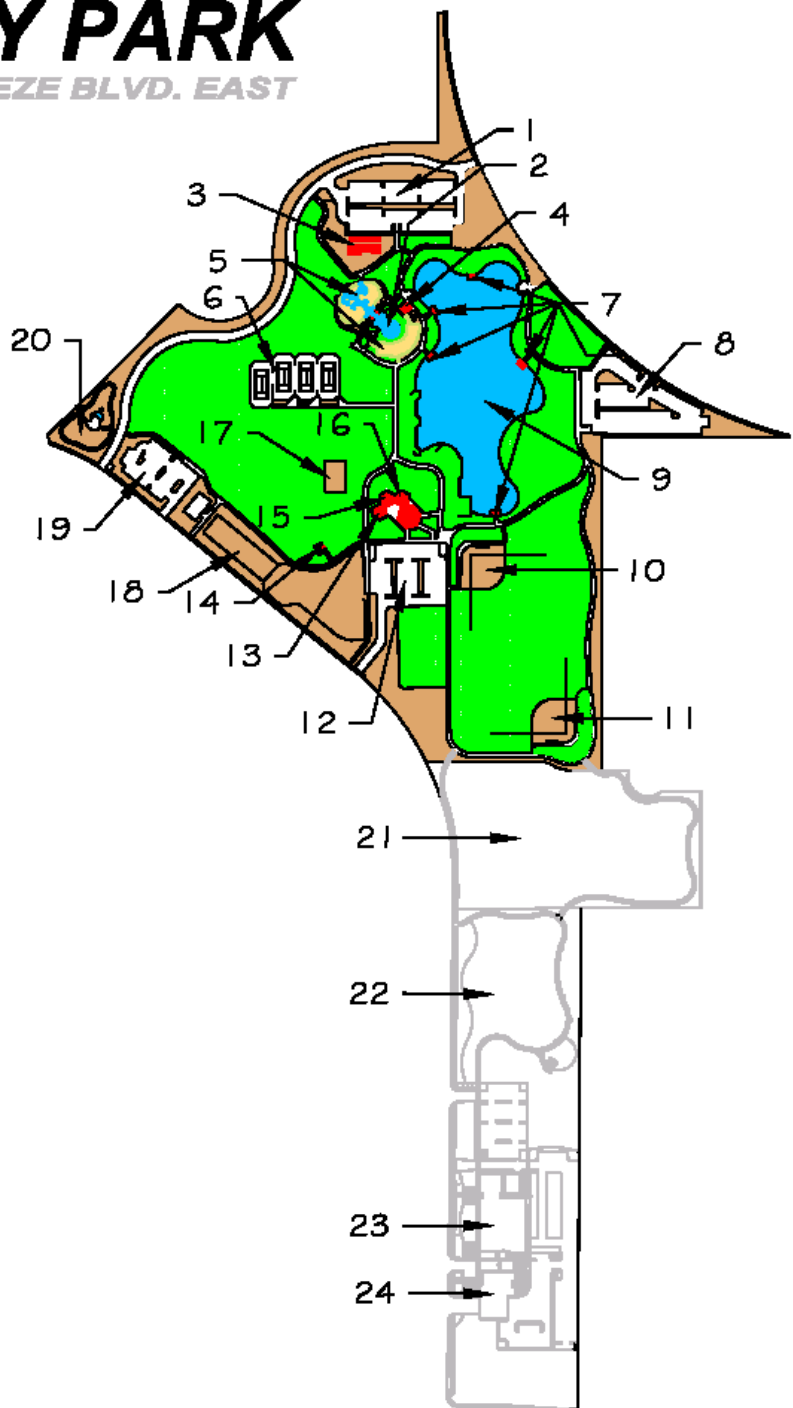
2400 SOUTH DOBSON ROAD



DESERT BREEZE COMMUNITY PARK

660 NORTH DESERT BREEZE BLVD. EAST

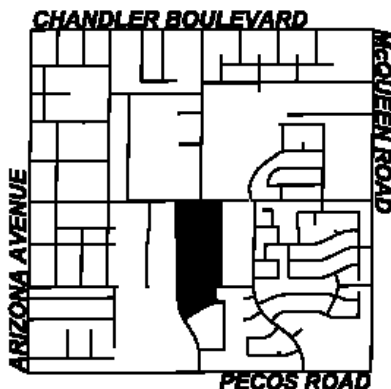
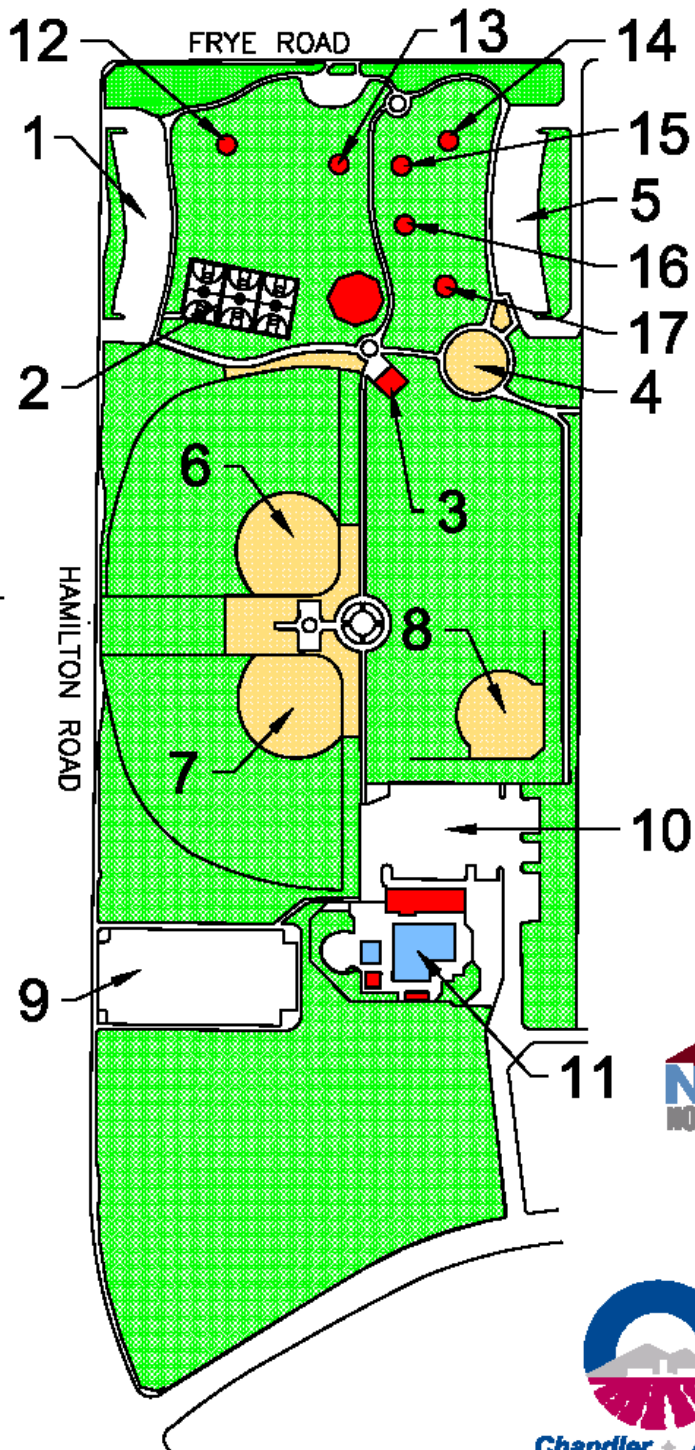
1. Parking Lot #1
2. Spray Pad Playground
3. Railroad Depot
4. Playground Restroom
5. Playground & Swings
6. Tennis Courts
7. Lakeside Ramadas
8. Parking Lot #2
9. Lake Feature
10. North Ballfield
11. South Ballfield
12. Parking Lot #3
13. Acacia Ramada
14. Picnic Pavilion Ramada
15. Palo Verde Ramada
16. Mesquite Ramada
17. Sand Volleyball Court
18. Parks Maintenance Facility
19. Parking Lot #4
20. Hummingbird Habitat
21. Future Park Expansion
22. Future Park Expansion
23. Future Police Substation
24. Future Fire Station #9



FOLLEY COMMUNITY PARK

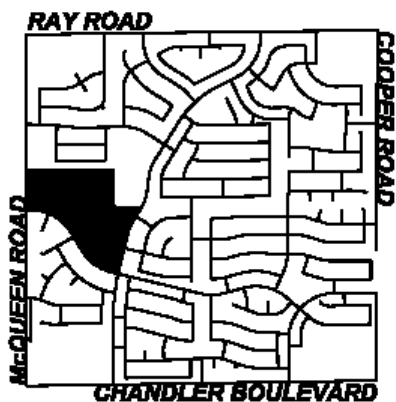
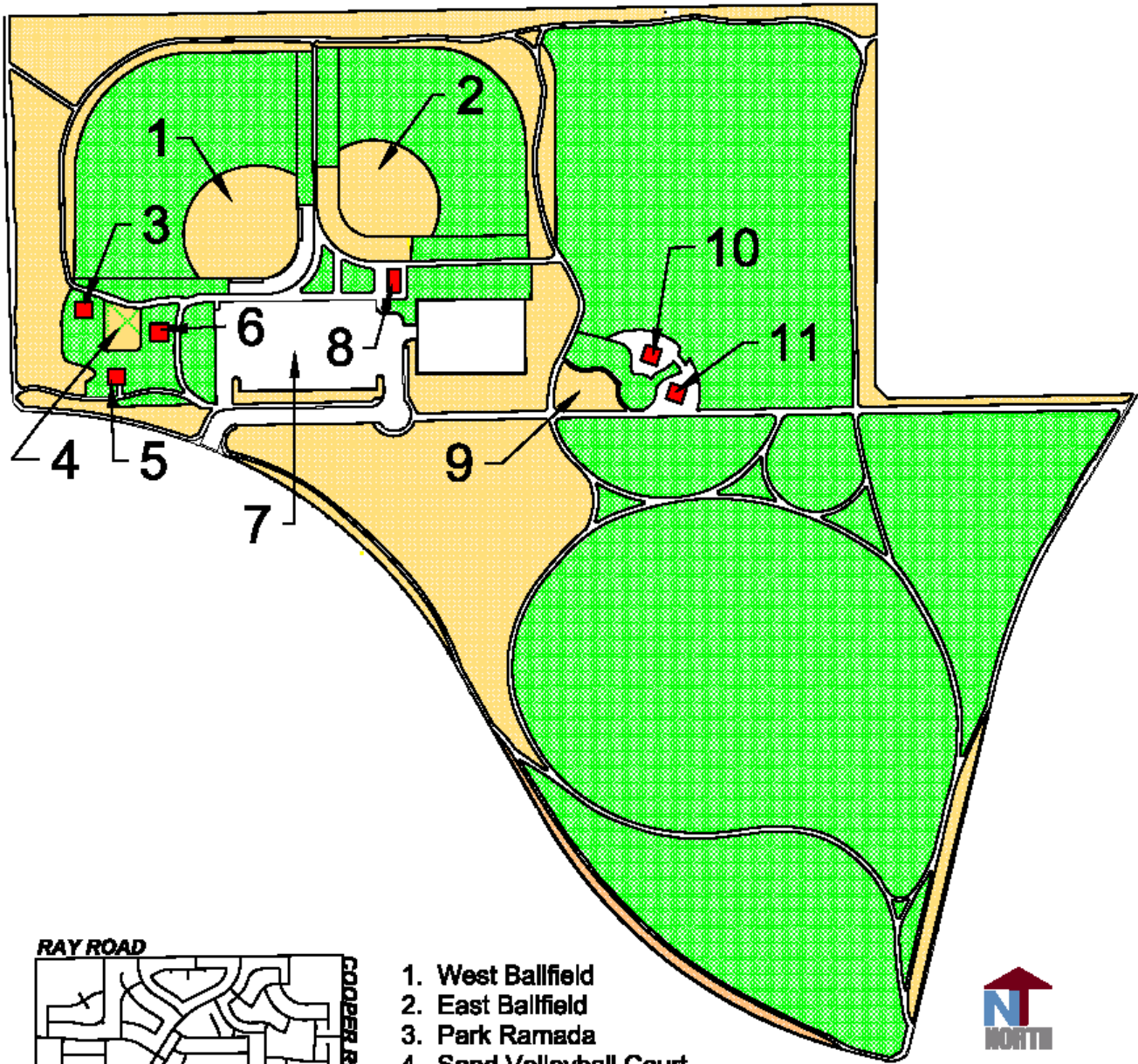
601 EAST FRYE ROAD

1. NORTHWEST PARKING LOT
2. BASKETBALL COURTS
3. RESTROOM
4. PLAYGROUND
5. NORTHEAST PARKING LOT
6. NORTH BALLFIELD
7. SOUTH BALLFIELD
8. EAST BALLFIELD
9. SOUTHWEST PARKING LOT
10. FOLLEY POOL PARKING LOT
11. FOLLEY PARK POOL
12. MARISOL RAMADA
13. BAHIA RAMADA
14. LUPINE RAMADA
15. CHIA RAMADA
16. THISTLE RAMADA
17. POPPY RAMADA



PIMA COMMUNITY PARK

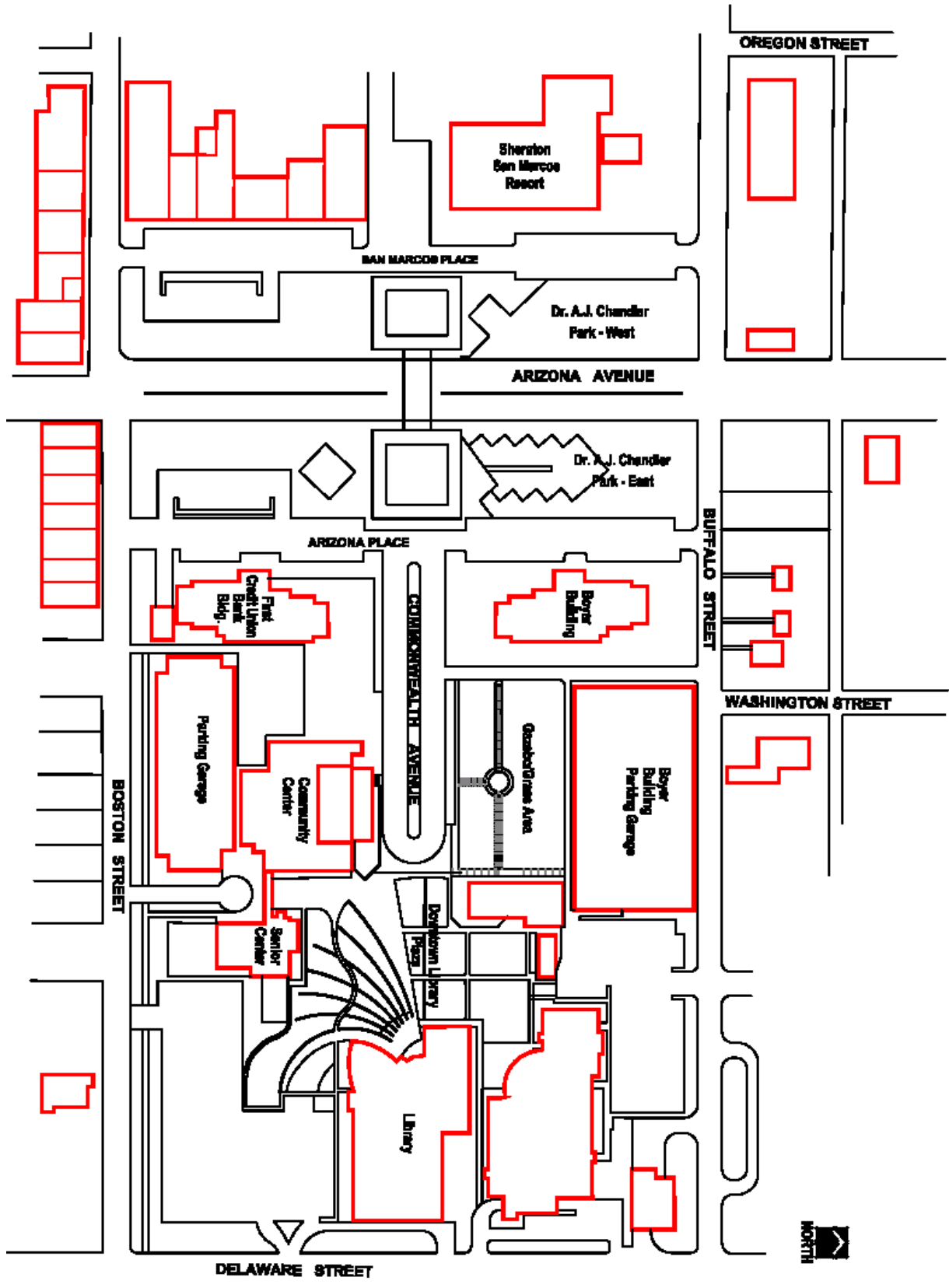
625 NORTH MCQUEEN ROAD



1. West Ballfield
2. East Ballfield
3. Park Ramada
4. Sand Volleyball Court
5. Park Ramada
6. Park Ramada
7. Parking Lot
8. Park Restroom
9. Playground
10. Aloe Vera Ramada
11. Aoave Ramada



Downtown Chandler



SECTION B

SPECIAL EVENT APPLICATION

SPECIAL EVENT



APPLICATION

Chandler • Arizona
Where Values Make The Difference

Please complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed.

APPLICANT INFORMATION

Name of Company/Organization		Please Check One:	
		Nonprofit** <input type="checkbox"/>	Business/Promoter <input type="checkbox"/>
Mailing Address	City	State	Zip Code
Physical Address	City	State	Zip Code
Event Chairperson			
Name		Office Phone Number	
Email Address		Home Phone Number	
Fax Number		Cell Phone Number	

****A Certificate of 501(c) (3) status from the IRS must accompany the application form.**

GENERAL EVENT INFORMATION

Name of Event	
Event Date(s)	
Event Start Time	Event End Time
Type(s) of Event	
<input type="checkbox"/> Parade/March/Procession	<input type="checkbox"/> Race/Walk/Cycle/Skate
<input type="checkbox"/> Concert/Performance/Live Music	<input type="checkbox"/> Festival
<input type="checkbox"/> Farmers' Market	<input type="checkbox"/> Athletic/Recreation Activities
<input type="checkbox"/> Extension of Premise	<input type="checkbox"/> Other
Proposed Location of Event	
Location Is	<input type="checkbox"/> Private Property <input type="checkbox"/> Public Property
<i>*Events taking place on Private Property must provide written permission from the property owner. This letter must accompany the application.</i>	
Anticipated Attendance	
Participants	Spectators
Audience Demographics	
Event History	
<input type="checkbox"/> New	<input type="checkbox"/> Re-Occurring
Is this considered to be an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Extension of Premise	
Name of property owner where event is to be held	
Address	
Phone Number	
<i>*Please attach letter of permission from Property Owner</i>	
Nonprofit Benefactor	
<i>*Please attach a letter from the non-profit organization verifying their partnership</i>	
Event Co-Producers	
Will you have event co-producers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>*If yes, complete and attach the form on page 46 of the handbook</i>	

GENERAL EVENT INFORMATION CONTINUED

Event Details

Fees

Admission

☐

Yes

☐

No

Cost

Food Vendors

☐

Yes

☐

No

Cost

Merchandise Vendors

☐

Yes

☐

No

Cost

Set Up

Date/Times

Tear Down

Date/Times

Open to the public

☐

Yes

☐

No

If no, please describe why?

Contact person for media/citizen information, questions or concerns

Name

Phone Number

Email Address

Event Web Site

Event Description

Illustrative Site Map

A **site map** of the event area including location(s) of equipment and activities must be submitted with this application. Please include the information listed in the handbook on page 27.

FIRE SERVICES

Medical

Do you want fire services?

☐

On Call

☐

On Site

Will you have a first aid station on site?

☐

Yes

☐

No

Structures

Canopies

Will you have canopies or tents?

☐

Yes

☐

No

Scaffolding

Will you have scaffolding?

☐

Yes

☐

No

Where will it be placed?

What are the dimensions?

Fencing

Will fencing be used?

☐

Yes

☐

No

Type of fencing

Height of fencing

Dimensions of fenced area

Open Flames

Will you have open flames?

☐

Yes

☐

No

Please describe in detail

Pyrotechnics

Will you be having fireworks?

☐

Yes

☐

No

Company providing service

Length of display

Location of anticipated launching site

Anticipated start time

Describe types of materials being used for show

**Attach Certificate of Insurance of Company*

TRAFFIC CLOSURES

What closures are being proposed for the event?

Streets	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Alleys	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sidewalks	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Parking Lots	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Provide a detailed description of all traffic closures for this event (include location, times and closure devices)

****A Traffic Control Plan and Road Restrictions and Closure Permit MUST be completed***

Name of contracted professional barricade company _____

Contact Name _____ Phone # _____

Please describe your parking plans _____

VENDOR INFORMATION

Food

Food or Beverages?

☐ Sold ☐ Free

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Caterer	<input type="checkbox"/> Served
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Will food be prepared on site?

Please describe _____

Number of anticipated vendors _____

Do vendors have all permits/licenses with Maricopa County Environmental Health Department?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is your completed vendor list attached to this application?

Sponsors

Will you have sponsors?

Will these sponsors have booths?

Will these sponsors be selling items?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Informational / Crafts / Merchandise

Number of anticipated vendors _____

Is your completed vendor list attached to this application? ☐ Yes ☐ No

Alcohol

Alcohol?

☐ No Alcohol
☐ Sold (City & State Permit Required)

☐ Allowing Guests to Bring Their Own
(City Beer Permit Required)

If Selling Alcohol - Answer This Section

Have you submitted the special events alcohol application? ☐ Yes ☐ No

Date Submitted _____

When will the special events alcohol application be reviewed by the City Council?

Date of City Council Meeting _____

Please describe in detail how the alcohol sales will be sold and monitored

Alcohol Continued

Allowing Guests to Bring Their Own Alcohol - Answer This Section

Are you aware that this option only applies to city parks? ☐ Yes ☐ No

Have you purchased the City's beer permit? ☐ Yes ☐ No

Permit Number _____

How do you plan on regulating the drinking of alcohol during your event? Please Explain.

PUBLIC SAFETY

Responsible person on site _____ Cell Phone Number _____

Please describe your plans for on site security.** _____

Private security company name _____

Security guard certification _____

of security personnel _____ How identified? _____

Police

Will you be requesting off duty Chandler Police Officers? ☐ Yes ☐ No

of officers requested _____

Start Time _____ End Time _____

***After reviewing the application, the City reserves the right to require the use of off duty police officers at the expense of your organization.*

RESTROOM FACILITIES

Will you be using the city facilities? ☐ Yes ☐ No

Start Time _____ End Time _____

Will you bring in portable facilities? ☐ Yes ☐ No

Name of company providing services _____

Delivery Date _____ Delivery Time _____

of standard units _____ # of disabled units _____

of handwashing stations _____

Pick-Up Date _____ Pick-Up Time _____

EVENT MAINTENANCE / CLEAN-UP

Do you want to rent trash containers from the City? ☐ Yes ☐ No

90 Gallon Containers _____

Quantity _____ Delivery Date/Time _____

How will you dispose of the trash? ☐ On-Site Roll Off Bins ☐ Hauling Trash Off-Site

If roll off bins are brought in... _____

What company will be used? _____

Location of roll off bin _____

Delivery Date _____ Delivery Time _____

Removal Date _____ Removal Time _____

Are you hiring a professional clean up crew? ☐ Yes ☐ No

Name of company _____ Cell Phone Number _____

Person responsible for final clean up _____

**It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. Event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the surrounding area, adjacent streets, right-of-way, neighborhood homeowners property, schools, businesses or places of worship.*

AUXILLARY EVENT INFORMATION

Electrical

Will you be needing the city supplied electrical outlets? ☐ Yes ☐ No
 Date Needed _____ Start Time _____ End Time _____

Please list the following
 Equipment Needing Electricity Voltage/Amperage # of Outlets

Generators on-site? ☐ Yes ☐ No
 Name of company providing services _____
 Size of Generator _____ Quantity _____

Water Requirements

Will you be needing the city supplied water outlets? ☐ Yes ☐ No
 Date Needed _____ Start Time _____ End Time _____

Please list the following
 Item Needing Water Potable/Non-Potable

Signs - Banners

List all signs/banners being used Locations Size

How will these banners be hung/secured? _____

Bleachers

Will you have bleachers? ☐ Yes ☐ No
 Quantity _____ Bleacher Dimensions _____
 Name of company providing services _____
 Placement location _____
 Do you want to rent the City's bleachers? ☐ Yes ☐ No
 Delivery Date _____ Pick-Up Date _____
 Delivery Time _____ Pick-Up Time _____

ENTERTAINMENT / AMPLIFIED SOUND

Will there be a stage or multiple stages? ☐ Yes ☐ No

Quantity _____
 Stage Dimension _____
 Who are you getting the stage from? _____

Do you want to rent the City's showmobile or portable stage? ☐ Yes ☐ No

☐ Showmobile ☐ Portable Stage
 Delivery Date _____ Pick-Up Date _____
 Delivery Time _____ Pick-Up Time _____

What will take place on the stage? Please Explain _____

Will there be amplified sound? ☐ Yes ☐ No
 Will there be a sound check? ☐ Yes ☐ No
 What time will the sound check take place? _____

ENTERTAINMENT / AMPLIFIED SOUND CONTINUED

Will Inflatables be on site? ☐ Yes ☐ No

Name of company providing services _____

List types of Inflatables _____ Quantity _____ Sizes _____

****Attach Certificate of Insurance for Inflatable Company***

Will Mechanical Rides be on site? ☐ Yes ☐ No

Name of company providing services _____

List types of Rides _____ Quantity _____ Sizes _____

****Attach Certificate of Insurance for Mechanical Ride Company***

Will Animals be on site? ☐ Yes ☐ No

Name of company providing services _____

List types of Animals _____ Quantity _____

****Attach Certificate of Insurance for Animal Company***

INSURANCE REQUIREMENTS

For consideration to hold the event and use of City property, the applicant agrees to provide general liability insurance and indemnify, defend and hold the City of Chandler harmless as set forth in the Insurance Specifications and Indemnification guidelines (attached). If your event includes alcohol, liquor liability or host liquor liability coverage must be included on your certificate of insurance. Certificates of insurance are due NO LATER than two weeks before the event date. **Failure to comply with insurance requirements will result in the forfeiture of the use of city property for the event or future events.**

(INITIALS) Name of Insurance Certificate Holder

MISCELLANEOUS ITEMS

Will public official(s) be invited to the event? ☐ Yes ☐ No

Explain _____

If this is a NEW event to the City of Chandler, please provide three references of past coordinators that have worked with you and your organization on events:

Name _____	Venue _____	Phone # _____
Name _____	Venue _____	Phone # _____
Name _____	Venue _____	Phone # _____

ACCESSIBILITY

It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to meet any accessibility accommodations.

(INITIALS)

NEIGHBORHOOD NOTIFICATION

The applicant is required to notify residents, businesses, places of worship and schools that are affected by street closures and/or noise related to your event. This notice must be submitted to the Special Event Coordinator for review prior to notification delivery. Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least two weeks prior to your event (or sooner per the level of impact of the event on the community). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, the assigned Police Traffic Sergeants name and phone number (if applicable), type of activity and telephone number where the public can contact your organization for concerns or issues. **Failure to comply with notification requirement can result in the cancellation, postponement or other significant restrictions to your event or future events. Verification of neighborhood notification is required.**

(INITIALS)

PLEASE READ CAREFULLY BEFORE SIGNING

The Contractor agrees to indemnify, defend, and save harmless the City of Chandler, its Mayor and Council, appointed boards and commissions, officials, officers, employees, individually and collectively; from all losses, claims, suits, actions, payments and judgments, demands, expenses, attorneys' fees, defense cost, or actions of any kind and nature resulting from personal injury to any person, including employees of the Contractor or of any subcontractor employed by the Contractor (including bodily injury and death) or damages to any property arising or alleged to have arisen out of the negligent performance of the Contractor for the work to be performed hereunder, except any such injury or damages arising out of the sole negligence of the City, its officers, agents or employees.

IT IS THE INTENTION OF THE PARTIES to this contract that the City of Chandler, its Mayor and Council, appointed boards and commissions, officials, officers, employees, individually and collectively, are to be indemnified against their own negligence unless and except their negligence is found to be the sole cause of the injury to persons or damages to property. The amount and type of insurance coverage requirements set forth in the contract will in no way be construed as limiting the scope of indemnity in this paragraph.

I certify that the information set forth within this application is complete, true and correct to the best of my knowledge and belief, and that I have received and will comply with the information set forth on the attached Information Sheet and Fact Sheet. Information from your application is considered public information and may be used in developing a calendar of community events. Acceptance of your application should in no way be construed as final approval or confirmation of your request. The City of Chandler reserves the right to refuse the application and it is revocable if deemed in the best interest of the City of Chandler.

Authorized Agent/Event Chairperson Name (PRINT)

Signature

Title

Date

Mail Completed Application To

Special Event Coordinator

City of Chandler Recreation Division

Mail Stop 501

P.O. Box 4008

Chandler, AZ 85244

City of Chandler Use Only

Date Received _____

Application Fee Cost _____

Money Order/Cashier Check # _____

Scheduled Special Event Committee Meeting Date _____

Committee Approval _____

☐

Conditional Approval

☐

Yes

☐

No

Insurance Type Needed _____

Special Notes: _____

Special Event Co-Producer List

Event: _____ Event Chairperson: _____ Event Date(s): _____

[illegible]



City of Chandler

Road Restrictions and Closures Permit

Date: _____

Applicant: Job Foreman _____
Contractor Name _____
Cell Phone _____

Scope of Work: _____

Traffic Restriction: _____

Location: On _____
At/From _____
To _____

☐ **Officer Required.** A Police Officer is required when traffic lanes are restricted within 300' of a signalized intersection. More than one officer may be required due to the type of work being done or the number of signalized intersections affected by lane restrictions. Officers must be scheduled thru the Police Department 24 hours in advance at 480-782-4204.

Construction Date/Time: Start _____ End _____ (See Note 3)

Construction Hours:

- ☐ 8:30 AM to 4:00 PM ☐ Weekend (specify) _____
☐ 24-Hour ☐ Other (specify) _____
☐ Nighttime - 9 PM to 5 AM

Barricade Company: _____ Phone: _____

Note: Separate approval of Traffic Control Plan (TCP) is required. Is TCP Approved? ☐ Yes ☐ No

Important Information (please read carefully)

1. Traffic Control Plans must be submitted no later than 24 hours prior to the requested start time.
2. Traffic Control Plans submitted on Fridays, weekends or holidays, will have the 24-hour time period begin on the next business day.
3. Any work outside of the time frame requested is not permitted, and is subject to sanctions prescribed in the Traffic Barricade Design - Technical Design Manual #7. To revise dates of construction or for new applications, see Note 7 below.
4. If traffic is being shifted between lanes at a signalized intersection, the applicant is required to notify the City 24-hours in advance and precisely at the time of the switchover. Please contact the Traffic Management Center (TMC) at 480-782-3471.
5. The Applicant is responsible to maintain the work zone and jobsite in a safe manner.
6. The Applicant shall ensure that all traffic control devices no longer needed for work in progress, or for safety reasons, are removed from the roadway. If a barricading company is not available, the Applicant shall remove the barricading prior to leaving the job site.
7. Requests for arterial road closures must be submitted no less than ten days in advance, and will not be considered without prior communication with the City's Traffic Engineering representative.
8. **For questions, plan revisions, or date revisions, please contact the appropriate Traffic Engineering Inspector -**
CIP jobs: Steve Lindl - cell 602-377-0010, office 480-782-3453, fax 480-782-3472
Development jobs: Abe Murua - cell 480-212-6204, office 480-782-3477, fax 480-782-3472

Applicant/Job Foreman

Approval by Traffic Engineering

Permit No.

Date of Approval

Special Event Vendor List

Event:

Event Chairperson:

Event Date(s):

[illegible]

* Vendors who are only having information at their booths also need to be included on this list.